

**JOB DESCRIPTION: Deputy Chief of Mission (DCM) Residence Housekeeper/Chef**

Major duties and responsibilities include:

1. Responsible for the general cooking, cleaning and housekeeping services of the entire residence of the Deputy Chief of Mission (DCM). This includes (but is not limited to) dusting, vacuuming, cleaning bathrooms and toilets, washing windows, polishing silver, brass, copper, glassware whenever necessary. Making beds of residents and guests. Attending to the daily removal and sorting of rubbish from the residence and putting recycling out weekly.
2. Attending to general care of household chattels, and arranging the maintenance/cleaning of the residence with the Deputy Chief of Mission's Office Management Specialist (DCM's OMS), as required.
3. Perform washing, ironing, pressing and minor mending (for example: replacing buttons and hemming repairs) as required daily.
4. Answers the telephone and doorbell promptly, relay messages, and welcomes guests at the door in an appropriate manner.
5. Prepares meals for the DCM and his/her guests, as may be required. Purchases all food items for meal preparation and maintains pantry stock levels. Submits all receipts for purchases to the DCM's OMS, for reimbursement purposes. Sets tables and serves meals as required.
6. For formal functions, provides assistance to external caterers, as directed by the DCM's OMS.
7. Purchases floral arrangements and keeps an attractive house. Water pot plants and has gardeners replace same when necessary.
8. Liaise with gardeners with regard to the general tidiness and upkeep of the property, sweeping of the portico etc., and notify them of functions. Ensure the presentation of the residence is to an excellent standard at all times.
9. Liaise with DCM's OMS on property management requirements.
10. Perform other duties as required.